



2008 Application Form

City of Reading Mayor's Neighborhood Matching Grants Program

The application should briefly explain the proposed project indicating the benefits expected and include a budget clearly showing all funds and expenses needed to successfully complete the project. The application package must include the: 1) completed application, 2) budget, and 3) documentation reflecting non-profit status or annual review of your accounting practices (if necessary).

Type or print clearly (using black or blue ink)

Name of organization: _____

Project leader information (responsible for funding and project decisions):

Name: _____

Mailing Address: _____

City & Zip Code: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ E-mail: _____

(If more space is needed or detail required, attach additional pages.)

Project information:

1. Name of proposed project: _____

2. Total project budget, and amount of MNMG request (Minimum \$500 – Maximum \$2,500): _____

3. Exact location of project (provide drawing with streets and addresses if necessary):

4. Organization initiating the project: _____

5. If the organization is not a member of the Council of Neighborhoods, then what is the partnering CON group? _____

Proposed project:

6. Describe your project:

7. What will the project accomplish?

8. Please list the most important needs, issues or concerns of your neighborhood and how will this project address these needs, issues and concerns? Be specific:

9. List the project goals (there is no minimum or maximum number of goals required): _____

10. How is this project a public benefit to the neighborhood?

11. How will neighborhood residents be involved in the project? Be specific: _____

12. How will success be measured?

Supporting documentation

13. **Drawing** - If the project involves construction or physical modification to existing structures or improvements include a drawing with that shows the existing and planned changes.

14. **Sustainability** - Please provide a detailed description of how your NO will fund and manage the ongoing maintenance of the physical improvement. Your organization is fully responsible for the maintenance and other costs associated with the physical improvement unless the City or other organization has agreed to handle this. (If so, a letter stating such must be included with the application.) Your organization must be able to construct and maintain the physical improvement without assistance from the City of Reading (unless prior written arrangements are provided, which must be attached):

15. **Project team** – List the members of the project team, giving the address, telephone, and email of each:

If your proposal is funded, monies from the MNMG fund will be held by and distributed through Reading Beautification, Inc. If your neighborhood organization is a 501(c)(3)

organization and can provide evidence of an annual audit by a recognized certified public accounting firm, the organization will be funded directly. (Attach supporting documentation of non-profit status (IRS) and a letter of understanding of an independent outside accounting firm that annually audits your accounting practices.)

Agreement:

We certify that our organization voted and approved this 2006 MNMG application

on _____ (Date) and we have complied with all the following

and are submitting a completed application:

_____ (Date)

Attached are all required documents described in the MNMG Program Guidelines. Also, a budget is included that details all revenues and expenses, with the organization's match equaling or exceeding the 25% requirement for volunteer labor and 25% requirement for the combination of cash and in-kind for the grant request from the City.

Print Name of Person Preparing Application

Print Name of NO Leadership Team Member

Signature of Person Preparing Application

Signature of Leadership Team Member

Date

Date

Completed MNMG applications must be received in the City of Reading's Mayor's Office, the Managing Director's Office, or the RBI/OND Office.

Mail to:

Mayor's Neighborhood Matching Grants Program
City of Reading
815 Washington Street, Reading, PA 19601

Deliver to:

Mayor's Neighborhood Matching Grants Program
City of Reading
815 Washington Street (2nd floor), Reading, PA 19601

Any Questions?

Please contact the RBI/OND Office at 610-655-6277 or email to
wayne.cockrell@readingpa.org